

Intern Application

cctvcambridge.org/forms



Cambridge
Community
Television

Internships are subject to CCTV staff approval and generally require three to five hours of work weekly with a four-month commitment. CCTV staff may approve other arrangements.

Interns should complete a Membership Application after they begin internship.

▶ **Name** _____ **Date** _____
Business/organization (optional) _____
Address _____
City _____ **State** _____ **ZIP** _____
Phone home _____ work _____ cell _____
E-mail address _____

▶ **What types of internship interest you?** Select all that apply. See reverse for descriptions.
Cablecast Production computerCENTRAL Computers 50+ News writing News production

▶ **What skills are you interested in bringing to CCTV?** _____

Please describe your video, computer, teaching, and other relevant experience _____

Please list hardware/software with which you are most familiar _____

Why are you interested in an internship at CCTV? What do you hope to gain from the experience? _____

▶ **What days and times are you available?** Sunday _____ Wednesday _____
CCTV is closed Monday _____ Thursday _____
on Saturdays. Tuesday _____ Friday _____

▶ **Other availability notes** _____

▶ **What month do you want to start?** _____

OFFICE USE ONLY
<input type="radio"/> Accepted Start date _____ End date _____
Intern for _____ v 2019.01.31

CCTV
438 Massachusetts Ave.
Cambridge, MA 02139
Phone 617.661.6900
Fax 617.661.6927
info@cctvcambridge.org
www.cctvcambridge.org
Channels 8, 9, & 96

Interns wanted

Benefits: CCTV interns receive a \$300 voucher for CCTV classes and Cambridge Resident Membership for the duration of their internship, including:

- Free use of CCTV's equipment/facilities to produce noncommercial programs with a Production Contract (limited to one production at a time).
- All other membership benefits, including ability to produce a Live program, free access to computerCENTRAL, and ability to rent equipment/facilities at preferred member rates.

Expectations: CCTV interns are expected to:

- Make a four-month commitment, unless otherwise arranged.
- Work an average of three to five hours weekly (depending on type of internship).
- Perform all duties as outlined in their internship agreement, including attending trainings, intern socials, and supervision meetings as requested.

Types of internship: CCTV offers a variety of internships, including:

Cablecast: One weekly shift from 4:15–9:15 PM, monitoring and programming CCTV's three channels. Training provided, but requires technical aptitude, attention to detail, and ability to get along with all types of people.

Production: Flexible hours working with CCTV's Production Coordinator on the planning, recording, logging, and editing of CCTV's productions. Requires prior video production experience and skills.

computerCENTRAL: One weekly three-hour shift in CCTV's Mac computer lab, supervising activities, with an emphasis on assisting those new to computers. Requires excellent people skills.

Computers 50+: One to two weekly two-hour shifts in CCTV's Mac computer lab, supervising and providing one-on-one assistance with tech devices, assisting adults over 50 years old. Requires excellent people skills. Potential for teaching short lessons.

News writing: Flexible hours researching and creating a variety of multimedia stories (video, audio, text) focused on Cambridge issues. Work alone or on a team to create content.

News production: Flexible hours teaming up with news interns and staff to produce hyperlocal news content.

Submit this application and a resumé to CCTV through one of the following:

E-mail: internship@cctvcambridge.org

Fax: 617-661-6927

Mail: CCTV, 438 Massachusetts Avenue, Cambridge, MA 02139